




MARCH 2, 1988

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Distribution: A-W-5

Initiated By: AHR-150


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fitness, and qualifications and that no discrimination is exercised because of race, color, religion, national origin, sex, age, physical handicap, marital status, political affiliation, employee organization affiliation, or any other nonmerit factor.

2. DISTRIBUTION. This order is distributed to all supervisors, managers, human relations committee chairpersons, and administrative contacts in headquarters.
3. EFFECTIVE DATE. This order is effective September 1, 1987.
4. AUTHORIZATION TO CHANGE ORDER. The authority to implement this order and to make future changes to the headquarters order is redelegated to the Manager of Human Resource Management Division, AHR-100.

competitive procedures. Exceptions to the competitive procedures are covered in paragraph 6.

a. Permanent Promotion.

b. Selections to:

(1) A position in a career ladder where the full-performance level is at a higher grade than the employee's current position.

(2) Reinstatement to a permanent or temporary position at either:

(a) A higher grade than the last grade held under a nontemporary appointment in the competitive service.

(b) A position with higher promotion potential than the last position held under a nontemporary appointment in the competitive service.

(3) A position under a training agreement or an executive development plan.

(4) A training position when promotion is scheduled and based on satisfactory completion of the training.

(5) Training which is given primarily to prepare an employee for advancement, even if promotion potential is not scheduled or established.

(6) An understudy to a target position where the purpose of the understudy is to allow for an overlap period between present and future incumbents. Generally, understudy positions are established for unique positions or those where identical additional personnel are not normally authorized. These types of positions typically have special training or orientation requirements that cannot be satisfied by some other means. The overlap period will vary but generally should be 60 days or less. The understudy can be established at any grade in the career ladder of the target position. The person selected as understudy may not receive a promotion, if applicable, until the incumbent formally vacates the position.

c. Temporary promotions or details for more than 120 days to a higher-graded position or one with known promotion potential. All prior service which is acquired by detail or temporary promotion during the preceding 12 months is credited toward the 120-day limitation. Except for

d. Any other type of personnel action for which the Office of Personnel Management (OPM) prescribes competition.

error. (See paragraph 12a of Order 3330.1B.)

b. Career promotion when the initial selection was made through competitive procedures and the promotion potential was documented. (See paragraph 12b of Order 3330.1B.)

c. Temporary promotion or detail of less than 120 days to a higher-graded position or one with known promotion potential. (See paragraph 11c of Order 3330.1B.)

d. Selection of an employee who was not given proper consideration in a competitive selection action. (See paragraph 43 of Order 3330.1B.)

e. Promotion of an employee from a wage grade schedule position to a general schedule position when the representative rate is the same or lower than that of the position currently held. Representative rate means the fourth step of the grade for a position subject to the General Schedule, the prevailing rate for a position under a wage board or similar wage-determining procedure, and for other positions, the rate designated by the agency as representative of the positions. For this purpose, employees covered by the Merit Pay System are considered General Schedule employees.

f. Position change to a retained grade (i.e., only during 2-year grade retention period as prescribed by Order 3550.11A, Grade and Pay Retention) or as permitted by reduction-in-force regulations.

g. Selection of an employee detailed and/or temporarily promoted to a higher-graded position without further competition, provided competitive selection procedures were followed and all potential candidates were advised that the position may become permanent.

h. Promotion of an individual following the noncompetitive conversion of an employee serving under an excepted appointment when permitted by the appointment authority (such as cooperative education student or Presidential management intern).

i. Promotion of an employee removed during a supervisory or managerial probationary period to the grade held prior to his/her appointment to the position from which removed. (See Order 3400.10A, Civil Service Reform Act: Supervisory and Managerial Probation Period System.)

j. Selection of an individual for a position that either has no known promotion potential or had promotion potential that is the same or less than the individual's current position.

m. Selection of a candidate from an OPM register, including by direct hire authority.

n. Promotion of an employee based on accretion of duties. Promotions under this provision are appropriate when the position is classified at a higher grade due to the accretion of duties WHICH ARE DIRECTLY RELATED TO THE EMPLOYEE'S MAJOR AND GRADE-CONTROLLING DUTIES. Management has the responsibility to determine whether the position has so substantially changed, either through planned management action or otherwise, that it may be appropriate for accretion to a higher level. The Classification Branch, AHR-160, has the responsibility and final authority to determine whether the position may be classified at the grade and series. In order for an employee to be eligible for a noncompetitive promotion, management must assure the following conditions are met:

(1) The new position must be a clear successor to the former position (i.e., major duties of the replaced position/job description are absorbed into the new position/job description);

(2) The new position is in the same organizational location and retains the same supervisor (there may be rare exceptions to the requirement to retain the same supervisor such as when a layer of supervision is eliminated);

(3) The new position does not involve the addition of team leader or other supervisory duties to a nonsupervisory position; and

(4) The new position does not have known promotion potential.

There are, occasionally, rare instances of other upgradings which would fall under the umbrella of accretion and should be processed noncompetitively. An example of this would be where a present supervisory position is upgraded by application of supervisory classification standards due to the addition of more employees or because the base level of work of the employees supervised was upgraded. Once again, this illustration assumes there is no change in major duties and responsibilities.

o. Any other type of personnel action for which the OPM permits exceptions to competition and which has been delegated to the appointing authority. The intent of this paragraph is to provide continuing flexibility in staffing positions.

regulatory, or program violation are entitled to priority consideration. Consequently, if an employee is not in the best-qualified group upon reconstruction and he/she was not adversely affected by the violation, no priority consideration is to be granted.

(2) Persons entitled to priority consideration will be referred prior to the initiating of any other recruitment activity in accordance with paragraph 43 of Order 3330.1B and paragraph 5d of this order.

(3) Selecting officials are required to interview, either in person or by telephone, any candidates referred under priority consideration procedures. The selecting official must document reasons for nonselection of candidates referred under this provision. Approval must be granted by the Manager, Employment Branch, AHR-150, before the initiation of other recruitment activity. Reasons for nonselection are not required when selecting one candidate from a multi-name list of candidates referred under a priority consideration selection certificate.

b. Absent Employees. Employees on extended military duty (for which a separation action has been effected) and employees transferred to a public international organization (such as International Civil Aviation Organization) must be considered for all promotions for which they would have been considered were they not absent in accordance with paragraph 21c of the Order 3330.1B. The Employment Branch, AHR-150, is responsible for submitting applications on behalf of those employees who wish to be considered. All other employees who will be on leave, detail, training, or other temporary absence in excess of 3 weeks, where vacancy announcements are not available, are responsible for making arrangements for submitting an application PRIOR to their absence. Employees in this category should provide their supervisors with a complete and current SF-171, Application for Federal Employment, and a statement of what positions the absent employees are interested in bidding on. Supervisors should submit the application at the beginning of the recruitment period, indicating they are filing on behalf of an absent employee, so that any required supplemental applications materials can be sent to the employee in a timely fashion. Absent employees will generally not be granted extensions to filing requirements. No special arrangements are available to employees who are absent less than 3 weeks.

c. Ingrade/Downgrade candidates will be eligible to bid on all vacancies.

d. OPM registers may be requested by the selecting official at any time in the recruitment cycle for all vacancies. Applicants referred on the OPM registers may not be rated by merit selection procedures and are selected in accordance with procedures established by the OPM.

and are considered the same as applications received from within the area of consideration. Applicants accepted into the voluntary supply file will be provided with local supplemental application forms for their reproduction. Applicants will be notified of appropriate vacancies by AHR-150 and informed of any additional application requirements. Voluntary applicants will be required to submit all application material in the same timeframe as all other applicants. Voluntary applications remain active for 12 months from date of receipt in AHR-150 or until considered for an appropriate vacancy. Once referred for a vacancy, the application is moved to an inactive status. Voluntary applications not considered will be returned to the applicant at the end of the consideration period.

f. Registers. Merit selection registers may be established for any occupation that has recurring vacancies. Procedures concerning the ranking, referral, and expiration of registers may vary according to the particular recruitment needs. Standard procedures available to all services are listed in Appendix 2 of this order. Appendix 3 of this order contains standard procedures for filling secretarial vacancies. Alternative procedures may be proposed by either a service or AHR-150 at any time and, upon approval by the Office of Personnel and Technical Training, will be published as an appendix to this order.

g. Special Emphasis Employment Programs are designed to increase the representation of minorities, women, and handicapped persons in occupations specifically designated as underrepresented by these groups. Special emphasis programs include: Predevelopmental Training Program for Air Traffic Control Specialist; Predevelopmental Training Program for Electronics Technician; Undergraduate and Graduate Cooperative Education Programs; Youth Oriented Employment Programs (Summer Aid, Summer Employment, and Stay-In-School Programs); Handicapped Employment Program; Federal Women's Employment Program; Hispanic Employment Program; Disabled and Vietnam Era Veterans; Secretarial Initiatives; Professional Exchange Program; and other upward mobility training programs and training agreements.

h. Public Notice. All vacancies not filled by the methods identified under paragraphs 5 and 6a, d, f, or g will be advertised in accordance with the procedures listed in paragraph 7 of this order.

b. Areas of Consideration. The intent and purpose of an area of consideration are to establish a geographic or organizational area which will:

(1) Produce enough best-qualified candidates (generally at least five) for a specific recruitment action; and

(2) Minimize recruitment and relocation costs.

c. Minimum Area of Consideration. The area should be large enough to provide reasonable competition among applicants for selection. Following are the minimum areas of consideration for positions in headquarters.

<u>Promotion Potential of Position</u>	<u>Area of Consideration</u>
Grades 6 and below	Associate-Wide or Equivalent
Grades 7 and above	Headquarters-Wide
Secretarial positions only, GS-7 and below	Associate-Wide or Equivalent

d. Extending the Area of Consideration. Authority to extend the area of consideration resides at the Team Leader level in AHR-150. The area of consideration must be extended if either of the following conditions apply.

(1) A vacancy announcement does not result in a sufficient number of highly qualified candidates (generally at least five).

(2) It can be reasonably anticipated that the area of consideration will not produce a sufficient number of highly qualified applicants. In these instances, the area of consideration may be extended with the initial announcement.

f. Recruitment Period. The intent of the recruitment period is to permit applicants a sufficient period of time to become aware of a vacancy and to prepare and mail application materials. Closing dates must fall on a normal business day. The minimum recruitment periods are:

Area of Consideration

Open Period

Headquarters-Wide
Associate-Wide

14 calendar days

All other categories

21 calendar days

g. Application Receipt Deadlines. All application forms must be postmarked on or before the closing date specified on the announcement and received by the close of business on the 5th working day to be considered. Handcarried application forms will be accepted, if received by the close of business on the closing date of the announcement. Ingrade/downgrade and other applicants eligible for noncompetitive appointment are not covered by this requirement.

h. Application Procedures. Federal regulations consider the filing of an application for employment to be personal business; therefore, employees are advised of the following prohibitions:

(1) Employees may not use penalty mail or interoffice mail. Applications received from these sources will not be considered and will be destroyed. Employees will be advised of the reason for nonconsideration.

(2) Employees may not use the FAA secretarial personnel to prepare applications.

i. Application Forms.

(1) SF 171, Application for Federal Employment. This form must be current and legible and contain an original signature. This form is required of all applicants and is available in AHR-150.

(2) WA-3330-9, Knowledges, Skills, and Abilities (KSA) Evaluation. Instructions are listed on the form. This form is optional; however, applicants are strongly encouraged to submit this form which is available in AHR-150.

(4) FAA-3330-42, Request for Promotion Consideration and Acknowledgement. This form is optional; however; applicants desiring to be notified of the outcome of their application should submit this form which is available in AHR-150.

(5) A copy of the applicant's most recent annual performance appraisal. This item is optional; however, applicants are strongly encouraged to submit this statement in order to receive maximum credit in the rating process.

j. Basic Eligibility and Qualification Requirements.

(1) The OPM's X-118 Qualifications Handbook will be used to determine basic qualification requirements, including crediting experience and education. Appendix 6 of this order also contains additional guidance on crediting experience.

(2) Only those candidates who meet basic eligibility and qualification requirements of the position for which they are applying may be considered. To be considered basically eligible under merit selection procedures, the applicant must:

(a) Be within the area of consideration. (For purposes of satisfying this requirement, voluntary applications as described in paragraph 7 of this order are considered to be within the area of consideration.)

(b) Have submitted a bid package which is postmarked on or before the closing date of the announcement and received by the close of business on the 5th workday. Handcarried bids will be accepted, if received by the close of business on the closing date of the announcement. In addition, in-grade/downgrade and other applicants eligible for noncompetitive appointment are not covered by this requirement.

(c) Meet time-in-grade requirements specified in the announcement by the closing date.

(d) Meet the 90-day time-after-competitive appointment requirement from an OPM register, if applicable.

(e) Be serving on a permanent career or career-conditional appointment or be eligible for reinstatement. Temporary employees may be considered only if they have competitive status based on a prior appointment.

temporary promotion. (A position is considered classified for this purpose if it has a written statement of duties to which a grade level has been assigned by an appropriate classification authority even if the position has not been officially established.)

(5) Candidates do not have to meet basic qualification or time-in-grade requirements to be detailed to either a list of duties or a classified position. In addition, details to either a list of duties or an unclassified position may not exceed 120 days. Extensions beyond this time require a position to be established and may require competition. (See paragraph 5c of this order for specific information on this requirement.)

k. Rating Criteria (Knowledges, Skills, and Abilities).

(1) The rating criteria for a vacancy may be proposed by the selecting official, immediate supervisor, administrative contact, subject-matter expert, and/or the AHR-150 staffing specialist. Rating criteria are commonly referred to as KSA's; for our purpose the terms are synonymous. Rating criteria must be job related, be appropriate to the grade level of the position being filled, be measurable, be nondiscriminating, and be based on merit factors only. The final approval of the rating criteria is the responsibility of the AHR-150 staffing specialist. The staffing specialist will ensure that the rating criteria meet regulatory requirements, are identifiable and measurable, and are linked to a major position function.

(2) The development of rating criteria will be documented on FAA Forms 3330.53 and 3330.54 (Figures 4 and 5 respectively in Appendix 1).

(3) Rating criteria will be published on all vacancy announcements.

l. Crediting Plans.

(1) Crediting plans contain the standards against which basically qualified candidates are compared to determine the extent to which they possess the factors indicative of superior qualifications.

(2) Crediting plans are developed by the AHR-150 staffing specialist prior to reviewing applications. Subject-matter experts may assist in the development of crediting plans.

(3) Crediting plans will describe the superior, fully satisfactory, and minimally acceptable levels in accordance with paragraph 26d of Order 3330.1B and be documented on FAA Form 3330.55 (Figure 6 in Appendix 1).

(1) Only those candidates who are required to compete under merit selection procedures will be subject to the rating and ranking process. All other candidates will be referred separately to the selecting official. The numbers and procedures listed below apply only to those candidates who are required to compete under merit selection procedures. (See Chapters 2 and 3 of this order.)

(2) Twelve or Fewer Qualified Applicants. Rating is required by either a rating official or a rating panel.

(3) Thirteen or More Qualified Applicants. Rating is required by a panel.

n. Rating Official.

(1) A rating official is a single individual who evaluates basically eligible candidates against the crediting plan established for the vacancy. A rating official may be the AHR-150 staffing specialist, a subject-matter expert, or an individual proficient in the rating process. An applicant may not serve in any rating capacity for the position to which he/she has applied. Generally, the individual in the chain of command to the immediate supervisor should not serve as a rating official. Exceptions to this may be authorized by the Manager, AHR-150.

(2) The administrative contact for the vacancy will be responsible for obtaining a rating official. A listing of administrative contacts is contained in Appendix 5.

o. Rating Panels.

(1) Rating panels will consist of three members. At least one individual shall be a technical expert in the functional area of the vacancy.

(2) Applicants may not serve on a panel for a position that they have applied for.

(3) The selecting official, reviewing official, and/or the immediate supervisor are prohibited from serving on panels for their own positions.

(4) Panel members should generally be within the grade range of the position being filled (i.e., senior-level, mid-level, entry-level).

p. Rating Process.

(1) Applicants will be rated based on the information provided on their SF-171; KSA Supplemental Qualifications Statement, WA-3330-9; and annual performance appraisal against the rating criteria published on the vacancy announcement. The crediting plan will be used to evaluate each applicant's demonstrated or potential ability to perform the position.

(2) Applicants are rated directly against the KSA's of the position being filled. Credit is not given separately for awards, training, education, experience, or performance appraisal. Rather, the rating is based on the extent to which the information available, taken as a whole, indicates possession of a particular KSA. Ratings will be recorded on HQ Form 3330.14, Evaluation of Qualified Candidates.

q. Referral of Applicants.

(1) Determining best-qualified list. The AHR-150 staffing specialist will determine the best-qualified candidates who are referred to the selecting official based on the rating process and meaningful distinctions that occur in promotion scores.

(2) Number of candidates referred. Normally, the five to eight best-qualified applicants will be referred to the selecting official.

(3) Ties in ratings. When ties in ratings occur at the breaking point, names tied will be referred.

(4) Multiple Vacancies. One additional name, if available, may be certified for each additional vacancy. When additional names are referred to fill multiple vacancies, a selection must be made for the first vacancy from the best qualified group identified in subparagraphs q(2) and (3) above. Subsequent vacancies may be filled from successive groups in order. Any ties in rating that occur in referring additional names will be handled by the procedure identified in subparagraph q(3) above.

(5) Multiple Grade-Level Announcements. The procedures listed in subparagraphs q(1) through (4) will be applied separately for each grade level listed on the vacancy announcement. A separate selection list will be established for each grade level listed on the vacancy announcement.

best-qualified candidates by grade level, in alphabetical order.

(2) Application for Federal Employment, SF-171; KSA Supplemental Qualifications Statement, WA Form 3330.9; a copy of the most current annual performance appraisal; and reference checks, if available, for all candidates referred.

s. Expiration of Selection Lists.

(1) For domestic positions, all selection lists expire 90 days from the closing date of the announcement.

(2) For overseas positions, all selection lists expire 120 days from the closing date of the announcement.

(3) When circumstances warrant, selection lists may be extended for a brief period of time, upon written approval from the Manager, AHR-150. Requests should be made in writing and contain a full justification.

t. Subsequent Vacancies. Additional selections may be made for subsequent vacancies which are identical to the announced position during the active period of a selection certificate. Lists may be supplemented in accordance with paragraph 8, subparagraph q.

u. Interviews. Interviews of promotion candidates by the selecting official are encouraged and should be in accordance with the following principles:

(1) All candidates on a merit selection list shall be given an equal opportunity to be interviewed.

(2) A candidate's declination of an interview and/or offer of employment or withdrawal from consideration shall be documented on the selection list.

(3) Telephone interviews are permitted when distance or other factors such as leave or budget restrictions, preclude personal interviews.

(4) Selection lists for positions advertised at multiple grade levels are considered to be separate lists. Therefore, interviews of candidates at all grade levels are not required. However, once one candidate on a list is interviewed, all candidates on that same list shall be given an equal opportunity to be interviewed.

(1) AHR-150 is the only organization authorized to extend offers of employment. The term, offer of employment, includes all movement of FAA personnel, whether by promotion, lateral transfer, or downgrade.

(2) AHR-150 will review the selection proposed, ensure all regulatory requirements are met, and extend the offer of employment directly to the employee.

w. Release of Employees and Effective Dates.

(1) Release Dates. Requests for release dates will flow through the designated administrative contact to the immediate supervisor. A listing of contacts for this purpose is contained in Appendix 5. Employees selected for promotion under the provisions of the Merit Selection Program will be released as promptly as possible from their current position. The release will not be later than the beginning of the second full pay period after the losing organization is notified of the selection, unless special arrangements are agreed to by both the losing and gaining operating officials.

(2) Effective Dates. When employees are selected under the provisions of this order, the effective dates are contingent upon the employees' release from their current position. The action will be effective at the beginning of the pay period following the date the employees are released. Employees may not be promoted and immediately detailed to another position or back to their former position.

x. Appeals. Complaints should be resolved by informal discussion when possible. Formal grievance or discrimination complaint procedures shall be followed if informal processes fail. FAA Order 3770.2B contains the FAA grievance procedures, and FAA Order 1400.8 contains discrimination complaint procedures.

- b. Copy of the official position description.
- c. Copy of the announcement.
- d. Copy of any approved request to extend or reduce the area of consideration.
- e. Copy of any approvals required by existing staffing conditions.
- f. Application materials.
- g. Job analysis worksheet.
- h. Copy of the crediting plan.
- i. All selection registers.
- j. Copies of notices sent to applicants.
- k. Names, titles, grades, and organization(s) of the rating official/panel members.
- l. Copies of requests and approvals of extensions to merit selection lists.

APPENDIX 1

Sample Forms

- acknowledge receipt of your application.
- Part V will be returned to you when action on your application has been completed.

agency except as provided by law. This form must be accurately completed in order for the candidate to get a receipt for his/her application and to be advised when action on the application has been completed.

PART I. REQUEST FOR PROMOTION CONSIDERATION TO:

(See vacancy announcement to find where application is to be sent.)

I wish to be considered for Position Vacancy No. _____ at _____

(Position Title and Grade)

(Location)

NAME _____

TITLE/GRADE _____

DUTY _____

LOCATION _____

PART II. For use by personnel office ONLY.

ELIGIBLE

☐

INELIGIBLE BECAUSE

☐

TIME
IN-GRADE

☐

OTHER

☐

DOES NOT MEET
QUALIFICATION
REQUIREMENTS

Date _____

Signature _____

PART III. TO BE COMPLETED BY EMPLOYEE (To be used to notify you of the results of your application. Use correct home/office/facility mailing address.)

VACANCY NUMBER _____

LOCATION/REGION _____

ADDRESS TO WHICH
FORM IS TO BE
RETURNED

PART IV. TO BE COMPLETED BY EMPLOYEE: (This part will be returned to acknowledge receipt of your application. Use correct home/office/facility mailing address.)

VACANCY NUMBER _____

LOCATION/REGION _____

ADDRESS TO WHICH
FORM IS TO BE
RETURNED

(Date received) _____

PART V. THIS PORTION WILL BE COMPLETED BY THE OFFICE PROCESSING THE VACANCY ANNOUNCEMENT

TO THE EMPLOYEE: You were found to be:

<p style="text-align: center;">Eligible</p> <p><input type="checkbox"/> Placed on Selection List</p> <p><input type="checkbox"/> Not placed on Selection List <i>(Did not fall in Best Qualified Group)</i></p>	<p style="text-align: center;">Ineligible</p> <p><input type="checkbox"/> You did not meet the announced requirements</p> <p><input type="checkbox"/> You did not meet time-in-grade requirements <i>(FPM Ch. 300)</i></p> <p><input type="checkbox"/> You are outside the area of consideration</p>
<p style="text-align: center;">Vacancy Announcement</p> <p><input type="checkbox"/> Cancelled <input type="checkbox"/> Expired</p>	<p style="text-align: center;">Other</p> <p><input type="checkbox"/></p>

PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR SUPERVISOR AND SUBMIT IT WITH YOUR APPLICATION, SF-171 (if the appraisal is submitted directly by the supervisor, the applicant will be permitted to review and/or obtain a copy of the appraisal upon request.)

Announcement No. _____

Position _____

Name of Applicant: _____ Telephone No. _____

Basis for Appraisal				RANKING FACTORS Knowledges, skills, and abilities	Level of Performance				
Check One					Please check (✓) as appropriate:				
Outside Activities	On-the-Job Performance	Formal Training	Unable to Appraise		4-Outstanding	3-Above Satisfactory	2-Fully Satisfactory	1-Minimal Acceptable	0-Unsatisfactory

COMMENTS. (Comments are required to justify "Outstanding" ratings. Continue on reverse side or attach additional sheets as necessary.)

In what capacity are you making this appraisal? (Please ✓ as appropriate)

☐ Present Immediate Supervisor

☐ Former Immediate Supervisor

Period During Which You Supervised the Applicant:

From: _____ To: _____

Appraiser's Name (please type): _____ Appraiser's Signature: _____ Date: _____ Phone No.: _____

WA 3330-9 (2-86)

Federal Aviation Administration	
Job Title	
Series and Grade	Org. Code
Duty Statements: What are the major functions performed on this job?	KSAO Statements: What KSAO's are required to perform each function?
1.	1a.
2.	2a.
3.	3a.
4.	4a.
5.	5a.
Signature	Date
Title/Series/Grade	
Organization Code	Location

FAA Form 3330-53 (10-85)

Administration				
KSAO's	R	Need at Entry <i>Is this KSAO needed at entry to the job to perform at a minimally acceptable level?</i> YES or NO	Superior Worker <i>Does this KSAO distinguish superior workers from barely acceptable workers?</i> YES or NO	Measurability <i>Is this KSAO measurable?</i> YES or NO <i>If yes, by what means?</i> <i>(e.g., T&E rating, Interview)</i>
Signature				Date

FAA Form 3330-54 (10-85)

KSAO Title:	
KSAO Definition:	
Credit Level Definitions	
SUPERIOR ability is indicated by _____	
Examples: _____	
SATISFACTORY ability is indicated by _____	
Examples: _____	
BARELY ACCEPTABLE ability is indicated by _____	
Examples: _____	
<i>Show kinds of experience, training, awards, appraisals, etc., that would be indicative of the ability at each credit level.</i>	
Signature	Date

FAA Form 3330-55 (10-85)

previously announced register opportunity.

3. ANNOUNCEMENT REQUIREMENT. Registers will be announced as stated in paragraph 7f. In addition, the expiration date of the register and the approximate number of vacancies to be filled will be included on the announcement.
4. OPENING AND CLOSING DATES. Registers will be open for receipt of applications for 21 calendar days. Positions which have direct hire authority may be open on a continuous basis.
5. EXPIRATION OF REGISTERS. Registers will expire 6 months from the date they are established. Applications for open continuous registers will expire 6 months from the date the application is entered on the register.
6. DEVELOPMENT OF RATING CRITERIA. Rating criteria will be developed by an AHR-150 staffing specialist, in accordance with the procedures outlined in paragraph 8k. The administrative contacts for potentially impacted positions will be responsible for seeking supervisory coordination and approval of the rating criteria.
7. DEVELOPMENT OF CREDITING PLANS. An AHR-150 staffing specialist will be responsible for developing the crediting plan in accordance with the procedures outlined in the basic chapter.
8. RATING PROCEDURES. Only those candidates who are required to compete will be rated. Rating may be done by an AHR-150 staffing specialist for any position, if desired by a service(s), and where feasible to do so. When an AHR-150 staffing specialist is not used, a panel will be required. Panel members will be selected in accordance with the procedures outlined in the basic chapter.
9. REFERRAL PROCEDURES. Applicants will be referred in accordance with the procedures established in Order WA 3330.1, paragraph 8q. Selecting officials will be advised of simultaneous referrals, so interviews and selections can be coordinated. Administrative contacts will be responsible for coordinating and maintaining the status of registers referred to their services.
10. SELECTION PROCEDURES. Selections will be in accordance with the procedures established in Order WA 3330.1, paragraphs 8r-v. Given the likelihood of multiple referrals, selecting officials are cautioned to contact their administrative contact when proposing selections, to ensure the proposed selection is within the group eligible for selection.

180 days and will be reissued every 6 months with a new announcement number.

3. AREA OF CONSIDERATION. The area of consideration will be "Washington, D.C., Metro Area - all sources." Nonstatus candidates are eligible to apply and will be considered separately from status candidates. Selection of a nonstatus applicant is subject to OPM certification. Current employees, serving on temporary appointments, who do not have reinstatement eligibility are considered nonstatus applicants.

4. SELECTING THE AREA OF CONSIDERATION. The area of consideration will be designated by the selecting official, when recruitment is initiated, from any of the following categories:

a. Staff Offices or Associate-Wide. (Only for positions with promotion potential at grade 7 or below. In addition, all employees who work in a staff office reporting to the Administrator are eligible to bid on jobs in other staff offices.)

b. Headquarters-Wide.

c. FAA-Washington Metro Area.

d. DOT-Metro Area.

e. Washington Metropolitan Area.

In addition, name requests of nonstatus applicants, reassignment, transfer, and reinstatement eligibles who do not have to compete are permitted.

5. RATING FACTORS. Candidates will be rated against the following standardized KSA's in accordance with the grade levels specified below:

a. Ability to greet, screen, and refer telephone calls and visitors and provide information to the callers or visitors.

b. Ability to review, control, screen, and distribute incoming mail.

c. Ability to review outgoing correspondence, e.g., for grammar, punctuation, spelling, format, etc.

Grade 4: Factors a, b, c, d

Grade 5: Factors a, b, c, d, e

Grade 6: Factors a, b, c, d, e

Grade 7: Factors a, b, c, d, e, f, g

6. CANDIDATE EVALUATION: Candidates who meet minimum qualification requirements will be rated according to the standardized KSA crediting plan for all grade levels that match their salary requirements. All rating and ranking will be performed by AHR-150. Applicants will be evaluated as received.

7. RATING PROCEDURES.

a. The maximum rating on each KSA will be five points. Credit levels will be assigned the following numerical values:

Superior level	-	5 points
Above satisfactory level	-	4 points
Satisfactory	-	3 points
Partially acceptable level	-	2 points
Barely acceptable level	-	1 point

b. Evaluation of candidates on WA Form 3330-9 will be one instrument used as evidence of KSA credit levels. Other instruments include the SF-171, supplemental qualifications statement, and annual performance evaluations. Reference checks may also be considered in final employment decisions about candidates.

8. REFERRAL OF CANDIDATES.

a. Any date may be selected as a cutoff for consideration of applicants. Candidates may be referred at any time, provided all applications received on the selected cutoff date are also rated and ranked. The register will be maintained in rank order, with the highly qualified group appearing in alphabetical order on selection certificates.

Applicants removed from the register may not reapply until the next open announcement period.

d. Candidates will be referred on one certificate at a time under this procedure.

e. Certificates will be issued to one selecting official at a time. Selecting officials may not share, trade, or borrow certificates from each other.

9. EXPIRATION OF CERTIFICATES. Certificates expire 12 days after issuance. Requests for extensions may be approved by the Manager of the Employment Branch, AHR-150, and must be submitted in writing.

10. APPLICATION PROCEDURES. To apply, applicants must submit a completed SF-171, Application for Federal Employment, to the Employment Branch, AHR-150. Applicants should also submit the following forms or materials:

a. WA 3330-9, Knowledges, Skills, and Abilities (KSA) Evaluation.

b. A supplemental qualifications statement which addresses the KSA's listed on the vacancy announcement. A suggested format is attached. Use of this suggested format is encouraged.

c. FAA 3330-42, Request for Promotion Consideration and Acknowledgement.

d. A copy of the applicant's most recent annual performance appraisal, if available.

e. A copy of the applicant's latest Notification of Personnel Action, SF-50, or OPM Notice of Rating.

SUGGESTED SUPPLEMENTAL QUALIFICATIONS STATEMENT FORMAT
for
SECRETARIAL POSITIONS, GS-4/7

NAME (last)	(first)	(middle)	SIGNATURE
			Grade applied for _____
			Announcement No. _____

INSTRUCTIONS FOR COMPLETING

Listed are knowledges, skills, and abilities (KSA's) which were identified through job analysis as important items in secretarial positions.

For each KSA, please provide examples of your specific accomplishments (e.g., current duties, previous duties, volunteer experience, training, etc.), which demonstrate the degree to which you possess each KSA. The information you provide should be typed or handwritten clearly, and should be concise, clear, and accurate. It is important that, with each KSA applicable to your experience, you specify whether or not any of the duties you performed were on your own initiative, based on your knowledge of the operation of the office, or whether the duties performed were specifically instructed by your supervisor and/or subordinates.

The type, variety and depth of experience, as well as performance ratings, letters of commendation, etc., showing level of ability, will reflect your rating with respect to each KSA.

From your SF-171, indicate the block applicable to each KSA, e.g., 23B, etc.

Applicants for GS-4 respond to items 1 through 4.
Applicants for GS-5 and GS-6 respond to items 1 through 5.
Applicants for GS-7 respond to items 1 through 7.

KNOWLEDGES, SKILLS AND ABILITIES

1. Ability to greet, screen and refer telephone calls and visitors, and provide information to callers or visitors.

Secretaries are often responsible for receiving visitors and telephone calls. Describe your responsibilities in greeting, screening, and referring the callers, and providing them with information. Be sure to include any evidence of your ability to deal with people, such as letters of appreciation, or other evidence of your skill in oral communication.

2. Ability to review, control, screen and distribute incoming mail:

Secretaries are often responsible for receiving, reviewing, controlling, and distributing the office mail. Describe your tasks in performing these functions.

3. Ability to review outgoing correspondence, e.g., for grammar, punctuation, spelling, format, etc.

Secretaries are often responsible for reviewing/proof-reading outgoing correspondence for procedural and grammatical accuracy, etc. Describe briefly the nature of the correspondence reviewed, for example - routine letters, highly technical reports, statistical data, etc., and evidence of your ability to proof these items.

KNOWLEDGES, SKILLS AND ABILITIES

NARRATIVE

4. Ability to type in a variety of formats:

Some secretaries must accurately type correspondence, reports, special items, e.g., Congressional correspondence, notices, requiring special formats. Tell what kinds of materials you have typed. Be sure to describe any evidence of your ability to type well.

5. Ability to recognize work priorities, set priorities, and meet deadlines.

Secretaries normally must recognize work priorities, some set work priorities, and all must meet deadlines. Describe the types of priorities you set, the extent of your responsibilities in establishing them for yourself and/or others, and your experience in meeting deadlines.

GS-7 applicants only 6. Ability to plan and coordinate travel arrangements:

Secretaries are often requested to make travel arrangements for office staff members and their supervisor. Describe the specific duties you performed in planning and coordinating travel arrangements. Be sure to indicate any authorities you may have in so doing, such as making all arrangements based on knowledge of traveler's desires.

KNOWLEDGES, SKILLS AND ABILITIES

NARRATIVE

GS-7
applicants
only

7. Ability to maintain and coordinate
supervisor's calendar:

Secretaries often coordinate and maintain
their supervisor's calendar. Describe your
responsibilities in performing these
functions. Be sure to indicate any
authorities you may have in so doing, such
as the authority to make appointments
without prior approval of supervisor, etc.

Administrator. (NOTE: The employees who work in a staff office reporting to the Administrator are one area of consideration.)

2. Headquarters-Wide
3. FAA-Washington Metro Area

2. FAA employees located in the headquarters building(s).

3. Number 2 above and FAA employees at National, Dulles, and Leesburg.

4. DOT-Metro Area

4. Number 3 above and all employees who work for DOT organizations within the D.C. area.

5. FAA-Wide

5. All FAA employees, nationwide and international.

6. DOT-Wide

6. All DOT employees, nationwide and international.

7. Washington Metropolitan Area*

7. All Federal agencies within the D.C. area.

8. Nationwide*

8. All Federal agencies nationwide.

*Positions advertised under this category will automatically be included in the Federal Research Service.

two-grade interval positions.

a. Evaluating experience for entry into a two-grade interval position involves the following steps:

(1) Selection of the series and standard for the two-grade interval position being filled from the Handbook X-118, Qualifications Standards.

(2) Determining the quality and quantity of experience required of all applicants in order to qualify under that standard.

(3) Evaluation of each applicant's quality and quantity of experience based on the applicant's SF-171, Application for Federal Employment (i.e., was the experience at a level of difficulty and complexity equal to that of administrative, analytical, and professional work in a two-grade interval job?).

(a) All experience is given credit regardless of the circumstances under which the experience was gained (i.e., paid/unpaid, military, private sector, part-time, misassignment, undocumented details, etc.).

(b) When an applicant's claimed experience on his/her SF-171 is clearly unusual for the position's series and grade, documentation will be required. This documentation can be obtained from any official records, including performance standards and memoranda from supervisors giving dates and percentages of time, as well as work samples. Supervisors and employees should remember this need to document assignments outside the employee's regular duties to ensure that full credit can be given.

b. Review of each situation is complicated by variances in the X-118 and directly applicable rules and restrictions for entry into two-grade interval series from a one-grade interval position; e.g., some X-118 qualifications standards contain explicit restrictions, some provide flexible guidelines, and others provide no guidelines. Therefore, in order to assure fair and equitable personnel practices, Federal personnel offices must establish a "consistency of interpretation" ESPECIALLY when there are no specific rules, restrictions, exceptions, etc.

c. To assure consistency, an intensive analysis of the intent of the X-118 was conducted, including obtaining guidance from the OPM and the Department of Transportation. The following provisions are established and will apply unless specifically excepted by the X-118.

(1) Applicants occupying one-grade interval positions will not be eligible for PROMOTION to a two-grade interval position, but will be

(2) Applicants who are reassigned or downgraded from a one-grade interval position will be required to serve at least 1 year in the two-grade interval position prior to promotion.

2. ALTERNATE PROGRAMS FOR ADVANCEMENT. In order to encourage advancement of employees in lower-level (one-grade interval) positions, OPM and FAA permit lateral reassignment to positions having higher career potential (one-grade and two-grade interval series) for employees who do not meet all of the qualification requirements. Advancement in these instances is accomplished through a training agreement, and target positions may be established at a higher grade than the entry-level position. Specifics on this program can be obtained from the Labor Relations and Career Development Branch, AHR-140.

<u>Organization</u>	<u>Contact</u>	<u>Telephone Number</u>
AOA-3	Rochelle Claypoole	26-73111
ADA-1	Rochelle Claypoole	26-73111
ASF-3	Marisue Prince	26-79612
AGC-10	Jean Neely	26-73212
APA-10	Suzanne Holloway	26-73458
ACR-1	Mary Streat	26-73258
AAD-3	Agnes James	26-78078
AAA-10	Laureen Bakri	26-78939
ALG-10	Rosemary Tuinan	26-78884
ABU-4	Barbara Cook	26-79052
AMS-10	Margo Inskeep	26-78067
ARP-11	Helen Butler	26-78793
ACP-APP-AAS	Helen Butler	26-78793
AAT-13	Kathy Hoover	26-79114
ATO,ATR,ATS	Kathy Hoover	26-79114
AVS-1	Elizabeth Brothers	26-78155
AWS-3	Bernadette Turpin	26-79561
AAM-640	Mae Lapane	26-73395
ACS-3	Jim Parker	26-79864
AFS-5	Lionel Driscoll	26-73705
APR-110	Elizabeth Brothers	26-78155
AHR-10	Gail Rollins	26-73859
AHP,ALR,AOE,APT	Gail Rollins	26-73859
API-19	Marilyn Fobbs	26-79088
APO,AEE,AIA,AEU	Marilyn Fobbs	26-79088
ADL-11	Jackie Herbert	26-73025
AAP-400A	Linda Miller	26-79516
AES-10	Connie Triplett	26-79862
APS-11	Louise Christie	26-78240
ASM-10	Marjorie Johnson	26-77122

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